

Guidelines for Selecting a Contractor

The following guidelines should be considered when hiring a contractor to complete your sidewalk repairs.

Before work can begin the contractor or property owner must obtain a permit from Department of Transportation and Engineering (DOTE). Any Contractor working in the Right-of-Way must be a **Licensed Street Contractor** which requires them to be licensed and bonded with the DOTE.

A list of current Licensed Contractors can be found at <http://www.cincinnati-oh.gov/dote/>

All sidewalk/driveway work is required to meet the following construction standards and practices:

- When removing individual sidewalk blocks they should be saw-cut *prior* to excavation.
- Area under sidewalk and driveways must be compacted.
- Sidewalks must be 5" thick, driveways and aprons 7" thick.
- Class "C" type concrete must be used for all exterior concrete and cannot be hand mixed
- Full depth expansion joint material ½" x 5" or ½" x 7" must be used where the new concrete meets the old, and at approximate 30 foot intervals.
- Curing/sealing compound must be used to seal concrete.
- Final payment should be made *after* topsoil, and grass seed or sod has been restored.

Other regulations that the contractor or property owner must obey:

- Unless special provisions are coordinated through DOTE work hours are between 7 AM and 9 PM
- Do not wash-out concrete trucks in street or storm drains.
- Excavated walks must be blocked off if left unattended.

When you hire a general contractor to make your sidewalk repairs, please follow these guidelines:

- Insure that the contractor is licensed, bonded and insured, knows the above rules and has pulled a permit prior to completing work
- Ask to see some past work references (Please note that the City is not allowed to recommend contractors)
- Get a written quote, detailing the scope of work.
- **Payment - *Do not pay all the money due until after the contractor has completed all the work.*** (A sum of at least 10% should be held back until the grass seed and straw has been completed.)

Other good business practices/guidelines that should be followed:

Obtain several quotes from different contractors.

Do not pay more than minimum \$\$ in advance (use above guidelines for any upfront payment).

Do not make final payments to contractors until after City has inspected the work and signed-off on the permit.

NOTE – It will be the property owners responsibility to tend to the newly seeded grass areas